



Pre-Application Meeting Process & Request Form

INTRODUCTION:

Applicants for a building permit, rezone, conditional use permit, SEPA review, subdivision, variance, comprehensive plan amendment or other land use action, permit or approval are advised to request a pre-application meeting. The meeting is optional and voluntary. The meeting provides you with an opportunity to discuss your proposal with City staff prior to making an actual application. Please note that applications for a Planned Unit Development require a pre-application meeting in accordance with Auburn City Code 18.69.100(A).

INTENT:

Pre-application meetings prove to be a valuable resource in the processing of your application, particularly if:

- You are unfamiliar with City standards or the permits you will need;
- Your proposal is complex or involves multiple approvals;
- You anticipate requesting a deviation and/or a variance from City standards or City Code requirements; or
- Your proposal requires an environmental checklist application (SEPA) and/or a public hearing.

The meetings will familiarize you with the various elements of the City's permitting process. This includes:

- Meeting the staff coordinating the review of your application upon formal submittal;
- Introducing you to the regulations and plan submittal requirements specific to your proposal;
- Providing you an early opportunity to identify potential major issues; and
- Discussing the plan review process to expedite permit processing and approvals.

Based upon the information provided in your application, the City will bring together appropriate representatives from the Departments that will be involved with the review of your application. The City will strive to make the meeting informative and efficient to make more effective use of your time and resources.

FEES:

None.

PROCEDURE:

Pre-application meetings are scheduled through the Planning Department. To schedule a pre-application meeting, you will need to submit the requested materials a minimum nine (9) business days prior to the meeting. You will be notified, within two (2) business days of your submittal, of the time and date of your meeting.

For the City to be as responsive as possible to your proposal, the pre-application packet must include the following:

- The fully completed meeting request form
- A vicinity map
- Ten (10) sets of plans for project action. These plans can be conceptual and do not need to be construction quality drawings. However, the more information you provide, the more complete our assessment of your application will be. Your plans should be legible and to scale (engineer scale, i.e. 1": 20', 1": 40', etc.). Scaled drawings are required for any subdivision or Planned Unit Development request.

SCHEDULING OF MEETING:

Pre-Application meetings are usually held on Wednesday mornings at 10 a.m. Please note that:

- Meetings are scheduled in advance, on a first-come/first-served basis into the next available meeting opening.
- The City does not typically schedule more than one pre-application meeting per day.
- After review of the pre-application request, the City may arrange for a separate meeting, at an alternate day and time. This is done for projects that require attention to a limited number of issues or involve fewer Departments than are typically represented.

THE MEETING:

At the pre-application meeting, you will be asked to briefly summarize your proposal. City staff will then follow-up with questions and identify major issues and applicable requirements. Your design team (i.e., architects, engineers, etc.) is welcome to attend and participate. At pre-application meetings, the City will provide you with copies of applicable City codes and regulations, informational handouts, maps and any required land use or environmental application form(s).

At the typical meeting you can expect to meet:

- A Representative of the City's Building Division,
- A "Planner", representing the Planning Department,
- A "Fire Marshal" representing the Fire Department; and,
- A "Development Engineer", representing the Public Works' Utility and Traffic Divisions.

ADDITIONAL INFORMATION AND QUESTIONS:

Additional information on the City's pre-application process may be obtained by contacting the Planning Department at (253) 931-3090.

LIMITATIONS:

Pre-application meetings are intended to assist the applicant with preparing plans for submittal to the City. **This meeting does not substitute for nor constitute a formal review or acceptance of the project plans.**

CITY OF AUBURN

PRE-APPLICATION REQUEST PROJECT SUMMARY FORM

Project Name: _____			
Tax Parcel Number: _____			
Address of Project: _____			
Person Filing Request: _____			
Affiliation to Project: _____			
Company/Address and Phone Number of Person Filing Request: _____			
<p>Description of your proposal (include type of use, timing, phasing, size, etc.)</p> <p>Single Family Residential _____ (No. of lots)</p> <p>Multi-family Residential _____ (No. of units)</p> <p>Office/Commercial/Retail _____ (Square feet)</p> <p>Warehouse/Manufacturing _____ (Square feet)</p> <p>Mixed Use _____ (Square feet)</p> <p>Other _____ (No. of units/lots/square feet)</p> <p>Additional Information:</p> <p>How many access points to the public street does the existing site have and how many are proposed under the current application? (Note: An approved deviation is required from the City Engineer to allow more than 1 access point.)</p> <p>Existing: _____ Proposed: _____</p> <p><u>For non-single family residential applications only, please identify:</u></p> <p>The proposed type of construction (i.e., VN, IIN): _____</p> <p>The proposed size of the largest building: _____</p> <p>The proposed occupancy of the structures (i.e., "S", "F", "H"): _____</p> <p>Any manufacturing processes proposed:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>Will you will be utilizing fire sprinkler systems: Yes No Do not know, but possible</p> <p>Will you will be storing or using hazardous material: Yes No Do not know, but possible</p> <p> If yes, type of material to be stored: _____</p> <p>Please file attached "Owner's Statement of Intended Use"</p> <p>Date Request filed with City (CITY STAFF USE ONLY): _____</p>			

APPLICATION INFORMATION REQUEST

Please check whatever process you believe will apply. Remember, this is non-binding information and will be used to help the City prepare for your pre-application meeting.

	SEPA Checklist/EIS		Comprehensive Plan Amendment
	Subdivision/PUD		Mining Permit
	Sensitive Area designations		Consolidated Permit Reviews
	Rezone		Extension of Public Facilities
	Conditional Use Permit		Deviation from a Construction Standard
	Administrative Use Permit		Building Permit
	Zoning Code Variance		Other (specify):

Please list any additional questions you would like to discuss at the pre-application meeting:
(attach additional sheets as needed)